A) INITIAL login verification

1) Open a NEW Internet Explorer Session and type in: https:\\finance3.gsa.gov

2) Click Accept / Agree to the PII Notice

3) On the home page, click the link that says **(FOR VENDORS) Submit Electronic Invoices and Check Status of Invoices and Payments - WebVendor**

4) Click the link that says "If you have already registered and have a password, **Go to WebVendor**

5) Click Accept / Agree to the PII Notice

6) Click OK to the Warning

7) Enter your username (in all caps)

8) If you do not remember your password for the specific account or if you are having problems with the system recognizing the password you type in, you will have to **use the RESET OR CHANGE PASSWORD option** on the sign in page.

Remember, per the Change Password instructions, your password must be **MORE** than 16 characters - so that means the password **must be at least 17 characters in length.**

I will add that to avoid intermittent password issues, you will want to also comply with the standards below - items 1 and 2 are very critical:

Make sure:
1) the password **begins** with the letter **A-Z or a-z**
2) the password **ends** with the letter **A-Z or a-z**
3) the password has at least one UPPER case letter
4) the password has at least one LOWER case letter
5) the password has at least one number 0 - 9
6) the password has at least one special character from this list **! , $, # , %**
7) the password can not contain any spaces or any special characters not in the list in item 6 above
8) the password cannot be one of your 10 previous passwords

*** Make sure that CAPS LOCK is always turned OFF ***

B) After password reset

1) Once the password is successfully changed, open a NEW Internet Explorer session

2) Go to   https:\\finance3.gsa.gov

3) Click Accept / Agree to the PII Notice

4) On the home page, click the link that says **(FOR VENDORS) Submit Electronic Invoices and Check Status of Invoices and Payments - WebVendor**

5) Then click the link that says "If you have already registered and have a password, **Go to WebVendor**

6) Click Accept / Agree to the PII Notice

7) Click OK to the Warning

8) Enter your username (in all caps)

9) Enter the password you just created (**make sure that CAPS LOCK is not on** - the user will see a message "CAPS LOCK ON" if caps lock is turned on)

10) Click Login

*** Make sure that CAPS LOCK is always turned OFF ***